



# Positive Behaviour Management Policy

**College Policy No LS02**

**Approved by**

**Ray Mudie**

**Date**

**29/01/15**

**Policy effective from**

**02/02/15**

# POSITIVE BEHAVIOUR MANAGEMENT POLICY – No LS02



Prepared by: S Mackay	Approved by: R Mudie	Revision Date: 29/01/15
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## 1. Purpose

The purpose of this policy is to promote, encourage and recognise positive student behaviour by:

- Encouraging a whole College approach to issues relating to behaviour management and the promotion of positive student behaviour in line with the RESPECT CAMPAIGN and other policies (outlined in the reference section)
- Giving guidance and support to all staff when dealing with issues relating to behaviour management.
- Providing a fair and consistent framework where positive behaviour can be recognised and encouraged and in which disciplinary issues can be resolved within a supportive environment.

## 2. Scope

This policy applies to all behaviour issues of current students of Dundee and Angus College engaged in college related activities, learning or other activities whilst both in college and off campus.

The policy may also apply to student behaviour off premises and in students own time where the reputation of the College is compromised or where the behaviour has a negative impact on other elements of College activity.

## 3. Context

The aim of Dundee and Angus College is to support the development of positive behaviours by all students through the development of an understanding of positive behaviours and an awareness of the impact of individual behaviours on others. The college also recognises that an individual students behaviour can influence and impact on others. Knowing how to support other students' behaviour can have positive consequences for all concerned. The college will strive to develop shared ownership of a positive learning climate.

The College recognises that the appropriacy and acceptability of certain behaviours may be different depending on the background and maturity of the students involved. In developing the positive behaviour of all students, the College will pay particular regard to the following points through provision of tailored academic and student services support.

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## 3.1 Expected Behaviours

Within the College community we have expected behaviours that help create a positive and safe learning environment. They also help protect our individual rights and encourage us to take up our individual responsibilities.

The establishment of clear boundaries, routines and behavioural expectations is critical in ensuring the development of an ethos and culture of positive behaviour and effective behaviour management.

## 3.2 Choice, Ownership and Consequences

The college strongly believes that individuals have the free will to choose how to behave. In short, we all own our own behaviour. Owning our own behaviour and choosing to act in a certain way, results in a natural or logical consequence. Of course the consequence may be either negative or positive in nature, but is nonetheless directly related to how we choose to behave.

## 3.3 Leading and Developing Learner Behaviours

The College firmly believes that it is only fair and right that students are given a clear outline of behavioural expectations, approaches and consequences. All staff have a responsibility to take time to develop and reinforce students expected behaviours alongside the formal content of their individual subjects.

It is recognised that the development of positive behaviour is an important element of the citizenship and employability expectations to be embedded within all subject areas and learning activities.

## 3.4 Recognition of Positive Behaviour

This policy endorses the importance of formally and informally recognising positive student behaviour and the benefits this recognition brings (e.g. through the recognition of early achievement). The College expects that all staff will establish clear behavioural rules and responsibilities, will recognise the positive adherence to these and will clearly articulate and identify the responsibilities and consequences of failure to demonstrate appropriate behaviours.

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## 4. Expectations, Rights and Responsibilities

In developing this policy and in promoting the importance of positive behaviours amongst all individual and learner groups, the College has developed the following expectations of staff, supported by specific rights and responsibilities of all students.

### 4.1 Staff and Student Expectations

All staff are expected to take a leading role in the management of class behaviour. It is expected that staff will use a variety of behaviour management techniques, strategies and skills when dealing with disruptive behaviour.

It is expected that all staff and all students will make themselves aware of the Positive Behaviour Management Policy document and its procedure QP9 Positive Behaviour Management.

All staff and all students are responsible for supporting and encouraging positive behaviours in others and responding to incidences of disruptive behaviour in a consistent and fair manner.

### 4.2 Rights and Responsibilities

In implementing this policy the College recognises that all staff and all students have basic rights and responsibilities as follows.

#### Rights

- The right to feel safe at all times whilst involved in College related learning activities.
- The right to learn within an environment where others demonstrate positive and appropriate behaviours.
- The right to be treated with respect by staff, students and others.

#### Responsibilities

- To act in a manner that ensures and respects personal safety and the safety of others.
- To allow others to learn within an environment of positive and appropriate behaviours.
- To treat all others and college property with respect.

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## 5. Managing Inappropriate Behaviour

The College has adopted a positive behaviour procedure which is designed to provide an effective framework within which instances of inappropriate behaviour will be managed in a fair and consistent manner.

In adopting this procedure the College recognises that a critical element of supporting and encouraging positive behaviours is to ensure that inappropriate behaviours are dealt with in a manner which aims to identify and reinforce positive behavioural requirements.

### **The College will pay particular regard to the following points:**

- The College recognises the right of a student who is being interviewed in relation to an alleged breach of discipline to representation or advocacy by: a friend; relative or other representative.
- The College recognises the right of appeal against the decision of any hearing at all stages of the disciplinary process as detailed in the procedure Student Discipline.
- All students should note that the positive behaviour procedure may be instigated regardless of any civil or criminal proceedings which may be pending in relation to the alleged breach of discipline.
- Care will be taken to investigate and establish the facts relating to all alleged breaches of discipline before any disciplinary sanctions are applied.
- Designated members of the College Senior Leadership Team will have responsibility for the overall management of student behaviours and discipline, whilst all staff will execute appropriate responsibilities in accordance with positive behaviour management policy and related procedure student discipline.
- All formal disciplinary matters will be dealt with in strict confidence.

### **5.1 Withdrawal of College Services**

It should be recognised that on some occasions the behaviour, conduct, progress or ethos of any student may be considered to be incompatible with the requirements of the College. In these circumstances – and irrespective of the terms of the College discipline procedures – the College may opt to withdraw (or may refuse to offer) services to any individual

College services may be withdrawn / not offered in this way by decision of the Senior Leadership Team. Where College services are withdrawn / not offered in this way a right of appeal will be offered as per final appeal arrangements within the College student discipline procedure.

The college reserves the right to reject or exclude any student who has outstanding debt from current or prior years. This includes both unpaid fees and bursary overpayment.

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## 5.2 School Provision

As College students, school pupils fall within the scope of the College behaviour management policy. Where a student attends College on designated school provision, however, the College will liaise with the appropriate school staff to discuss options and support opportunities prior to taking any formal disciplinary action.

## 6. Implementation

To support the effective implementation of this policy, all staff will receive training and other guidance on the standards of student behaviour which may reasonably be expected and on action to be taken when breaches of discipline occur.

All staff with specific responsibility under the terms of the positive behaviour procedure will receive training and/or support in exercising these responsibilities.

## 7. References

This policy will operate in conjunction with and be supported by the following

- [Student Discipline Process \(LSSP01\)](#)
- [Informal Discussion and Disciplinary Record \(Form IDDR1\)](#)
- Respect Campaign
- [Guidance and Support Policy](#)
- [Incident and Near Miss Report Form \(Health and Safety\)](#)
- [Anti Bullying, Harassment Victimisation Policy](#)
- [Equality and Diversity Policy](#)
- Appropriate Use of Social Media Policy
- Arrangements for use of recording equipment

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## Appendix 1

In adopting the positive behaviour policy, the College recognises that not all students will adopt or demonstrate the expected standard of positive behaviour, and that on occasion it may be necessary for inappropriate behaviours to be resolved through the application of the formal disciplinary elements of the positive behaviour procedure. The following lists give examples of inappropriate behaviours or actions that are likely to constitute a breach of discipline. Such breaches may be considered minor, serious or gross breaches of discipline.

It should be noted that persistent commission of minor or serious breaches may constitute a more serious or even gross breach of discipline.

### 1. Minor Breach of Discipline

A minor breach of discipline would normally justify an oral or written warning and, if repeated, could lead to a final written warning or even exclusion.

#### Examples

- Lateness
- Unreported/unauthorised absence
- Failure to submit course work
- Failure to follow reasonable instructions
- Failing to meet the requirements of agreed Learning Environment Conduct

### 2. Serious Breach of Discipline

A serious breach of discipline would normally justify a final written warning and, if repeated, could lead to exclusion.

#### Examples

- Behaviours which disrupt or infringe the positive behaviour rights of others
- Deliberate minor damage to the property or others (including College property or the property of other students).
- Behaviour which causes unacceptable loss or damage to college property.
- Breaches of health and safety regulations, eg, failure to comply promptly with evacuation procedures, failure to adhere to restrictions in relation to smoking and interference with safety notices.
- Misuse of e-mail system or internet.
- Inappropriate comments or behaviours in respect of Equality and Diversity Policy.
- Misuse of recording equipment.



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### 3. Gross Breach of Discipline

A gross breach of discipline will normally lead to exclusion from the College. During the investigation of a potential breach of discipline a suspension from College would normally be appropriate.

#### Examples

- Theft of College property or the property of others
- Fraud
  - Cheating during assessments/examinations, including plagiarism/copying from others
  - Knowingly providing false information to the College
  - Unauthorised use of College documents or headed notepaper
  - Failing to disclose details of relevant criminal convictions when required to do so as part of the entry requirements for a programme of study
  - Failing to follow any additional steps, conditions or requirements put in place as a result of past- criminal convictions
- Violence
  - Verbal abuse and threats
  - Harassment or victimisation of others on the grounds of gender, race, sexual orientation, disability or religious belief
  - Using violence, physical force or abusing others
  - Insubordination
  - Malicious deliberate damage to College property or the property of others.
  - Fighting
- Possession or use of illegal drugs or substances
- Possession of a weapon of any type
- Being under the influence of substances, alcohol or illegal drugs
- Interference with safety equipment

#### Please note the following:

- Above lists are neither prescriptive nor exhaustive: they are intended as a guide only.
- The categorisation of a breach of discipline is a matter of professional judgement and this may alter as a result of information gained in investigating or hearing the matter, on the frequency of the misconduct and if it is considered illegal.
- All gross breaches of discipline will normally be reported to the police.